



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Administrative Assistant**
Organizational Unit: **Resource Management**
Duty Station: **Mosul - Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **May 30, 2018**
Closing Date: **SVN2018/IRQ/082**

Context:

Under general guidance of the Chief of Mission (CoM), the overall supervision of the Head of Office (HoO) in Mosul and the Senior Resources Management Officer (SRMO) in Erbil, and the direct day-to-day supervision of the Coordination and Liaison Officer, the Administrative Assistant will perform the following duties:

Core Functions / Responsibilities:

1. Update the attendance records on monthly basis for IOM staff member and sub-contracted staff;
2. Perform informal translations of official correspondences both in English and Arabic languages when required;
3. In coordination with the Human Resources Dept., monitors that all supporting documentation and signatures are obtained for documents such as contracts, extension, final payment, separation documents;
4. Organize and prepare meetings' reports and minutes by collecting and summarizing information;
5. Maintain record of all relevant correspondences;
6. Create and maintain filing and reference system following IOM guidelines.
7. Draft routinely documents, letters and forms related to IOM operational and administrative matters;
8. Prepare travel authorizations and calculations of allowances for staff members leaving on duty travel;
9. Provide administrative support for all departments in Baghdad Office Including PR preparation, obtaining signatures and scanning of documents;
10. Follow up and update the list of staff and Organigrams for all southern SOs;
11. Any other duty assigned by the Head of Office, the HR Officer or the National Operations Officer in order to assist all required tasks in Baghdad Office.

Required Qualifications and Experience

- University Degree in Commerce, Business Administration, Economics with minimum two years of relevant Work experience in administration.
- Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM
- Good knowledge of UN, IOM and NGO mandates and programmes in the humanitarian responses, IDPs, post conflict construction and development;
- Good interpersonal and communication skills.
- Flexibility, tolerance and capacity to work in team.
- High sense of responsibility, dedication and honesty are desirable attributes.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Ability to handle confidential matters.
- Ability to present clear and concise information.
- Ability to meet deadlines and work under pressure

Languages:

- Fluent in both Arabic and English is must (both written and spoken).

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/administrative-assistant-2>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From:16.05.2018 to 30.05.2018